



Making Application for a Residential INTERIOR RENOVATION or FINISHED BASEMENT

PRELIMINARY QUESTIONS BEFORE APPLYING

- **Is your property in the City Limits?**
 - a. **If yes**, continue to next question
 - b. **If no**, you need to Contact Frederick County Permits @ 301-600-2313 – prompt 4
- **Will this renovation create a new dwelling unit AND/OR create any change to the exterior of the structure?**
 - a. **If yes**, contact Planning/Zoning at 301-600-1499 to check for zoning compliance and need for water service contract AND/OR need to obtain Historic District approval.
 - a. **If no**, go to “MAKING APPLICATION”

MAKING APPLICATION

Building Permit Application and all applicable forms may be obtained at The City of Frederick:

Building Department
140 W. Patrick Street, Frederick, MD 21701
or by calling 301-600-3808

- Make sure you complete all information requested on the Permit Application Form.
- Application Fees ***must*** be paid before the application can be processed.
- ***IMPORTANT NOTE:*** All permit fees are non-refundable and non-transferable.

BE PREPARED

It is important to be prepared when making application for your permit. Here’s a checklist to use before submitting your application:

ABOUT INTERIOR RENOVATIONS

- An Electrical Permit must be obtained before any electrical work is started.
- If any plumbing work is being performed, a City-registered plumber ***must*** obtain a Plumbing Permit before any plumbing work is started.
- If a 2nd kitchen is to be added, you will need to meet Building Code requirements and Zoning Ordinance requirements for creating a dwelling unit.

PLANS REQUIRED

- If you are constructing a new bedroom, show the size and location of bedroom window(s).
- If you are adding bathroom fixtures, show where each fixture will be located.
- If you are finishing a basement, show the location of the stairs and, where applicable, show the location of the furnace, water heater, washer/dryer and electric panel.
- If you are converting unfinished space to finished space, indicate the proposed finished ceiling height and R-value of insulation in exterior walls or ceilings.
- If you are changing bearing walls or beams or other structural members, submit drawings showing the existing and proposed framing.
- If you are converting an attic to finished space, indicate the size, spacing and span of the attic floor joists.
- Three (3) sets of a layout of the proposed construction listing what each space will be used for and show the locations of doors and windows in the room(s) that will be renovated.
- FOR STRUCTURES WITH SPRINKLER SYSTEMS:** Plans are also required to show location of existing sprinkler heads with any proposed sprinkler modifications. The sprinkler make and model number shall also be indicated on the layout.

FEES

- \$0.13 per sq. ft. of work area (**\$200.00 Minimum Charge**)
 - \$80.00 Fire Code Review Fee (only applicable for structures with sprinkler systems)
 - **Cash or Checks only** made payable to “The City of Frederick.”
- Note:** Credit Cards can only be accepted if we are able to process your application while you are in our office. No on-line payments,

APPLICATION PROCESSING

After your permit application and fees are received, the following will happen:

1. Your Permit Application will be logged into the computer and assigned an “Application #” which will be printed on your receipt.

***NOTE:** Should you ever need to call about your application, it is important that you have this number readily available for more efficient response and tracking purposes.*

2. The Permits Coordinator will distribute the application and plans to each appropriate department, as follows:
 - **Building:** The Building Plans Reviewer checks your building plans for compliance with the City of Frederick Building Code.
 - **Fire Code:** If applicable, for structures with sprinkler systems.
 - **Planning/Zoning:** The P/Z Administrator will review your submitted plan for zoning compliance.

PERMIT ISSUANCE

1. Once approval from each of the above departments has been received, our Permits Coordinator will perform final processing and **ISSUE THE PERMIT**.
2. Your permit will be mailed to you along with a set of any approved plans submitted with the application unless other arrangements have been made for pickup. Additionally, a Yellow Placard will be included which identifies the Permit # and location of work to be performed.
3. **DISPLAY** the placard in a location visible from the street. The approved set of plans should be located nearby for easy access by the inspector.

INSPECTIONS REQUIRED (in order of occurrence)

1. **Electrical and Plumbing Close-In Inspections:** Electrical and Plumbing Close-in inspections are required after the work has been roughed-in and before insulation and drywall are installed.
2. **Sprinkler Close-In Inspection:** For townhouses with sprinkler systems, a Sprinkler Close-In Inspection is required before insulation and drywall is installed.
3. **Building Close-In Inspection:** A Building close-in inspection is required after the Plumbing, Electrical and Sprinkler Close-In inspections have passed **AND BEFORE** insulation and drywall are installed.
4. **Electrical and Plumbing Final Inspections:** Electrical and Plumbing Final inspections are required once the project is complete and prior to occupying the space.
5. **Sprinkler Final Inspection:** For townhouses with sprinkler systems, a final inspection is required once the project is complete **AND PRIOR** to occupying the space.
6. **Building Final Inspection:** A Final Building inspection is required after the Electrical, Plumbing and Sprinkler finals have passed and prior to occupancy of the space.

IMPORTANT:

Please have your Permit # available when calling to schedule your inspection.

Call for Inspections

Inspections will be made the same day that you call.

To schedule, please call between the hours of 7:00 – 9:00 a.m. (Monday thru Friday)

**Building Inspectors' Office
301-600-3819 or 3801**

**Electrical Inspectors' Office
301-600-3822 or 3823**

**Plumbing Inspectors' Office
301-600-3820 or 3821**

**Fire Protection Engineer's Office
301-600-3827**

PERMIT SHALL EXPIRE IF: *The work described on the permit has not been substantially begun within six (6) months of the date of issuance or the work has been abandoned for a period exceeding six (6) months from the date of the last, approved, building inspection.*

CERTIFICATE OF OCCUPANCY

A "Certificate of Occupancy" will be given once the final inspection has been approved.



The City of Frederick, Maryland
Building Department

140 W. Patrick St., Frederick MD 21701 / 301-600-3812 / FAX 301-600-3826
 www.cityoffrederick.com

BUILDING / ZONING PERMIT APPLICATION
RESIDENTIAL RENOVATION / ADDITION /
ACCESSORY

FOR OFFICE USE ONLY

App. No.: _____

App. Type Code: _____

Tax ID: 02- _____

App. Date: _____

SECTION 1 – Complete in its entirety. Application will NOT be accepted unless all spaces are FULLY completed.

| | | |
|-------------------------|--------------|--------|
| Location of Work | Address: | Lot # |
| | Subdivision: | Unit # |

| | | |
|------------------|-----------------------|---------|
| Applicant | Contact Person: | |
| | Applicant/Contractor: | MHIC # |
| | Address: | |
| | Phone No: | Fax No: |
| | E-Mail Address: | |

IMPROVEMENT COST: \$ _____ (DO NOT include plumbing, electric, land)

| | | | |
|----------------------------|---|---|---|
| Description of Work | RENOVATION / ADDITION | | |
| | Brief Description of Work to be done: | | |
| | | | |
| | | | |
| | Finished Square Footage: | <input type="checkbox"/> Crawl Space | <input type="checkbox"/> Full Basement |
| | Unfinished Square Footage: | <input type="checkbox"/> Slab | <input type="checkbox"/> Open |
| | Hot Tub: <input type="checkbox"/> Yes <input type="checkbox"/> No | # of Stories: | Height of Addition: |
| | DECK | | FENCE |
| | Total SF of Deck: _____ Stairs: <input type="checkbox"/> Yes <input type="checkbox"/> No Roof/Trellis: <input type="checkbox"/> Yes <input type="checkbox"/> No Hot Tub: <input type="checkbox"/> Yes <input type="checkbox"/> No Floor Structure of Existing Dwelling: <input type="checkbox"/> Pre-Eng Truss -OR- <input type="checkbox"/> Standard Floor Framing: | | Height: _____ Type: _____ # of gates: _____ Size of gates: _____ |
| | | | SHED |
| | | Total Square Footage* _____ *(FOOTING REQUIRED IF OVER 400 S.F.) Height of Shed: _____ Structure: <input type="checkbox"/> Kit <input type="checkbox"/> Pre-Built <input type="checkbox"/> Stick Built | |

| | | |
|--------------------------|---|--|
| Proposed Setbacks | Distance from rear property line: | Distance from front property line: |
| | Distance from right property line: (Looking at property from street) | Distance from left property line: (Looking at property from street) |

| | | |
|--------------|--|---|
| Other | Is property located in flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No | SEWER: <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Septic |
| | Is property located in Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No | HPC Case #: |
| | Board of Zoning Appeals Approval needed? <input type="checkbox"/> Yes <input type="checkbox"/> No | BZA Case #: |
| | Change in the number of Dwelling Units? <input type="checkbox"/> Yes <input type="checkbox"/> No | How Many Units? |

| | | | |
|---|---|---|---|
| FIRE PROTECTION SUMMARY (For Sprinklered Structures) | | | |
| Sprinkler (Requires Separate Permit) | <u>Existing</u> <input type="checkbox"/> Yes <input type="checkbox"/> No | <u>Proposed</u> <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments (check responses OR provide information where requested) <input type="checkbox"/> NFPA13 <input type="checkbox"/> NFPA-13D <input type="checkbox"/> NFPA-13R <input type="checkbox"/> Complete <input type="checkbox"/> Partial |

Applicant/Owner Initial: _____ Date: _____

The City of Frederick, Maryland
BUILDING / ZONING PERMIT APPLICATION
RESIDENTIAL RENOVATIONS / ADDITIONS
(Page Two)

| |
|---|
| <p><i>FOR OFFICE USE ONLY</i></p> <p>App No.: _____</p> |
|---|

APPLICANT/OWNER CERTIFICATION: The Applicant/Owner hereby certifies and agrees as follows:

That I am the owner, or authorized by the owner to act in their behalf as the owner's agent to make this Application. That the information given herein is true and correct and that all work being done under this application will comply with all applicable Federal, State and Local regulations. That work will be in accordance with and as indicated on the approved site and building plans, review comments, agreements, specifications, etc. unless otherwise approved by the Division Manager of Permits and Inspections. That the Division Manager of the Building Department can revoke the building permit or stop work being done under the building permit for non-compliance with this agreement in part or in whole Please be advised if the Building Permit is revoked **all fees are non-refundable and non-transferable**. I further understand and agree that plans will be reviewed, inspections made and occupancy certificates issued, however, I assume ultimate responsibility for compliance of all codes, regulations, etc.

***PROPERTY OWNER SIGNATURE:** _____
**PROVIDE NOTARIZED AFFIDAVIT FROM PROPERTY OWNER if signed by anyone other than property owner*

Property Owner Name: _____ Date: _____

Mailing Address: _____

Phone No.: _____ Fax No.: _____

E-mail Address: _____

105.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

SECTION II (For Office Use Only)

| | | | |
|-----------------------|----------|------------------|-----------------|
| Building Permit Fee: | \$ _____ | Date Paid: _____ | Rec'd by: _____ |
| Fire Code Review Fee: | \$ _____ | Date Paid: _____ | Rec'd by: _____ |
| Other _____ | \$ _____ | Date Paid: _____ | Rec'd by: _____ |
| Other _____ | \$ _____ | Date Paid: _____ | Rec'd by: _____ |

Frederick County Fees:

| | | | | |
|-------------|----------|-------------|-------------------|-----------------|
| Excise Tax: | \$ _____ | Receipt Due | Date Rec'd: _____ | Rec'd by: _____ |
| Impact Fee: | \$ _____ | Receipt Due | Date Rec'd: _____ | Rec'd by: _____ |

SECTION III (For Staff Use Only)

Review Comments: *(please write legibly)* Revised Site Plan Attached Revised Construction Plan Attached
 Fee Calculations attached _____

Reviewed By: _____ **DATE:** _____

Building (Blue) Planning (Green) Engineering (Salmon) Fire Code Review (Yellow) Other _____ Other _____

Applicant/Owner Initial: _____ Date: _____